

## **Anti-Bullying Policy**

**Every Child Matters Focus:** Staying Safe; Enjoying and Achieving; Making a Positive Contribution.

### **Statement of Intent.**

The Academy Trust is committed to providing a caring, friendly and safe environment for all of our students, so that they can learn in a secure and enclosed atmosphere.

Bullying of any kind is unacceptable in the academy. If bullying does occur, all students should feel able to tell staff and should be confident that incidents will be dealt with promptly and effectively. All staff have a responsibility to take any suspicion or disclosure of bullying seriously, no matter what the details or provenance, and should respond immediately. Everyone has the right to be treated with respect and people who bully need to learn different ways of behaving.

### **Objectives of this Policy.**

- All governors, teaching and non-teaching staff should have an understanding of what bullying is.
- All governors, teaching and non-teaching staff should know what the academy policy on bullying is and should follow it when bullying is reported.
- All students and their parents/carers should know what the academy policy is on bullying and what they should do if bullying arises.
- All students and their parents/carers should be assured that the academy takes bullying seriously and that they will be supported when bullying is reported.
- All students in the academy feel able to tell a member of staff when they have experienced or seen bullying, knowing that the actions taken will not only be prompt but sensitive to their concerns.
- All outside agencies, such as the police, social services and health professionals are consulted and their help enlisted where and when appropriate.

## What is Bullying?

Bullying is the use of aggression with the intention of hurting another person. Bullying is usually persistent and can take many forms:

- **Emotional:** Being unfriendly, excluding from peer groups, and tormenting i.e. hiding possessions.
- **Physical:** Pushing, kicking, hitting, other kinds of violence.
- **Racist:** Racial; taunts, graffiti, gestures, name calling.
- **Sexual:** Sexual harassment (unwanted physical contact), sexual abuse/demeaning comments.
- **Homophobic:** Because of or focussing on the issue of sexuality.
- **Verbal:** Name calling, sarcasm, spreading rumours, teasing, threatening, intimidating.
- **Non-Verbal:** Staring someone out, laughing at someone as a group.
- **Cyber:** All inappropriate use of the internet or other forms of communication technology i.e. phones to send threatening messages, spread rumours, name call etc.

## What are the symptoms of Bullying?

Staff and parents should be aware of when a child is possibly the victim of a bully. Symptoms may be:

- Frightened to walk to and from academy.
- Doesn't want to use academy transport.
- Begs to be driven to academy.
- Changes the usual route to academy.
- Is unwilling to go to academy (academy phobic).
- Begins to truant.
- Frequently complaining of being unwell both at home and at academy.
- Becomes isolated and withdrawn.
- Begins to do poorly in academy work.

- Has clothing and belongings that get damaged or go missing.
- Has physical bruising or other evidence of assault.
- Have dinner and other monies that are frequently 'lost'.
- Refuses to attend particular lessons.
- Hangs round a particular teacher or stays in the classroom at breaks and after academy.
- Becomes aggressive or unreasonable.
- Stops eating.
- Runs away or threatens self harm.
- Gives improbable excuses for any of the above.

These signs and behaviours could have other causes, but bullying should be considered a possibility and should be investigated.

### **Dealing with Bullying: 1. Prevention and Education.**

Any academy that says it is completely free from bullying is a potentially dangerous place. Bullying happens in all walks of life and it is the academy's responsibility to ensure that it is as safe as can be for all of the community. The following strategies should be in place to ensure that the correct ethos towards bullying is established and that students are prepared and can act confidently should bullying occur.

- The academy's policy on bullying is known to governors, parents, staff and students. This should be reviewed and re-issued annually.
- All staff, students and parents know what to do if bullying occurs. A simplified 'code' of actions should be issued to students.
- All students should know that bullying is totally unacceptable in the academy. They should also know that if they are bullied it is not their fault. Students should be encouraged to tell, even if they are not personally involved. These messages should form part of the PSHE programme and should be reinforced in assemblies and on other appropriate occasions.
- All staff should be trained on how to deal with bullying or suspicions of bullying. The training should form part of new staff induction.
- The PSHE programme should include opportunities for students to discuss bullying and the bully and explore feelings and attitudes.
- Teachers should be aware of potential difficulties between students and take them into consideration in seating plans and general classroom management.
- Staff on duty and lunchtime supervisors should patrol regularly areas of the site where bullying might go on undetected.

- The academy should provide 'quiet' areas which are supervised at breaks and lunchtimes so that nervous or vulnerable students can go somewhere they feel completely safe.
- The academy's induction programme for students should be used to support vulnerable students and help them to settle in.
- Transition KS2-3 should include where appropriate the communication of parental concerns regarding the vulnerability of individual students.

### **Dealing with Bullying: 2. What Parents Should Do.**

All parents should be made aware of the academy's policy when their child joins the academy and reminded at appropriate times. In addition, parents should be reminded through academy communications that if they think their child is being bullied they should:

- Reassure the child. It is not their fault and the matter will be dealt with sensitively. The child has done the correct thing in 'telling'.
- Contact the child's form tutor or Head of Year.

### **Dealing with Bullying: 3. What Students Should Do.**

Students should be regularly reminded that the academy will not tolerate bullying and that if it occurs they should:

- Tell someone immediately, at home or at academy, even if they are not personally being bullied but have seen it with others.
- Use 'safe' areas in the academy during break times until the matter comes to the attention of an adult.

### **Dealing with Bullying: 4 What Academy Staff Should Do.**

- If a student discloses bullying to a member of staff they should deal with the matter immediately. The child may have worried over their problem for some time and will want it to be dealt with quickly.

- Staff should take all disclosures seriously, even if, as adults, they do not think the incidents described are 'real' bullying or very serious. Staff should remember that children have a very different perception of what may or may not be serious.
- Staff should be aware that insensitive handling of a bullying incident might result in more not less difficulty for the victim. If staff are unsure how to proceed they should always take advice.

Different circumstances may require different approaches but usually will include the following:

- Both the victim and the bully/bullies will be interviewed and counselled by an appropriate member of staff. Letters will be sent to the parents of both parties.
- The victim should be given a 'safe haven' if required for break times until the matter is resolved and coping strategies for the short term.
- The consequences of further aggression by the bully, if substantiated, should be made clear and the sanctions that the academy will enforce should be outlined. The 'bully' should give some undertaking of how he/she can improve the situation.
- Where appropriate the two parties should meet face to face to discuss the situation and how it may be resolved.
- Both 'victim' and 'bully' should record in writing their view of events.
- The member of staff should make a written record for the Head of Year/Form tutor as appropriate.

**If the problem persists:**

- Both sets of parents should be seen in academy. A strategy to move forward will be discussed separately. At this point external support or advice may be considered.
- Contracts should be drawn up with the students and parents agreeing to the course of action.

**If the situation is not resolved:**

The matter would then become subject to more serious sanctions and if the problem persisted could lead to exclusion.

At all times, staff dealing with bullying incidents should ensure that:

- Parents are fully involved and informed of the actions the academy has taken.
- Written records are kept of meetings, decisions and actions.
- Students are monitored i.e. by daily report during the reconciliation period.

- The 'victim' is never isolated from lessons because of the potential actions of others. If any child needs to be withdrawn because of a potentially threatening situation it should be the aggressor.

**If there is any real and immediate threat to a child's safety, senior staff are informed so that more radical, preventative action can be taken.**

## Developing Anti Bullying at The Academy

	<b>Focusing</b>	<b>Establishing</b>	<b>Enhancing</b>
Use of data <ul style="list-style-type: none"> <li>• Attendance</li> <li>• Exclusions</li> <li>• Attainment</li> <li>• Transition</li> <li>• Recording and analysing data</li> </ul>	<ul style="list-style-type: none"> <li>• Setting up systems to collect data</li> </ul>	<ul style="list-style-type: none"> <li>• Begin to use data to look for patterns and plan for interventions.</li> <li>• Identify vulnerable new year 7</li> </ul>	<ul style="list-style-type: none"> <li>• Data analysed down to individual level with interventions planned involving multi agencies</li> </ul>
Leadership and management. <ul style="list-style-type: none"> <li>• Capacity to improve</li> <li>• Staff attitudes and skills</li> <li>• Resources and access to support including training</li> <li>• Measure the impact of training</li> </ul>	<ul style="list-style-type: none"> <li>• To establish staff protocol</li> <li>• Staff to self reflect</li> <li>• Create a positive climate</li> </ul>	<ul style="list-style-type: none"> <li>• Tracking and monitoring pupil and parent/ carer involvement</li> </ul>	<ul style="list-style-type: none"> <li>• Social and emotional literate academy</li> <li>• Incidents reduced</li> <li>• Everyone uses systems</li> </ul>
Policy and practice <ul style="list-style-type: none"> <li>• Policy review and evaluation</li> <li>• Use of the DCSF Charter</li> <li>• Use of the SEF</li> <li>• Support for all pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Wide range of audience to be consulted re the content of the policy</li> </ul>	<ul style="list-style-type: none"> <li>• Agreed definition of bullying and procedures and practices</li> <li>• Pupil involvement established</li> </ul>	<ul style="list-style-type: none"> <li>• Pupil/parent survey shows increased satisfaction</li> <li>• Positive Ofsted comment</li> </ul>
Communication <ul style="list-style-type: none"> <li>• Pupil surveys</li> <li>• Parental surveys</li> <li>• Staff surveys</li> <li>• Responding to survey results</li> <li>• Partnership with other academies</li> <li>• Partnership with community</li> </ul>	<ul style="list-style-type: none"> <li>• Deciding audiences for communication e.g. academies council</li> <li>• Drawing up action plan</li> </ul>	<ul style="list-style-type: none"> <li>• Surveys carried out</li> <li>• Analysis of responses</li> <li>• Feedback to stakeholders</li> <li>• Action plan operative</li> </ul>	<ul style="list-style-type: none"> <li>• Action plan is live</li> <li>• Common approach agreed</li> <li>• Sharing of good practice</li> <li>• Governors actively involved</li> </ul>

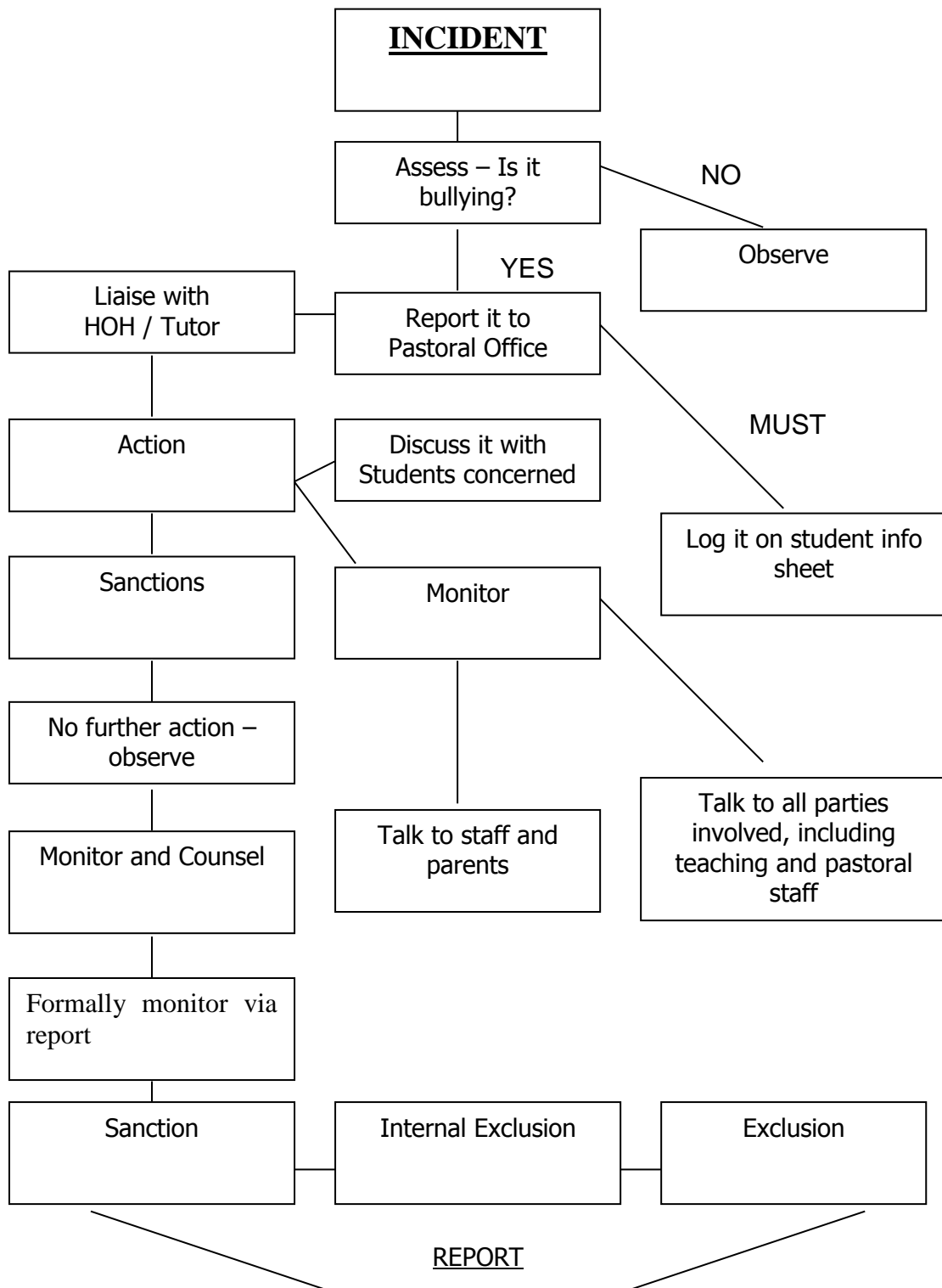
<ul style="list-style-type: none"> <li>• Role of the governing body</li> </ul>			
<p>Alignment with SEAL</p> <ul style="list-style-type: none"> <li>• All academy policies promote SEAL</li> </ul>	<ul style="list-style-type: none"> <li>• Whole academy awareness</li> <li>• Staff training ( core day 1 &amp; 4 B&amp;A)</li> <li>• Discuss what makes effective learning</li> </ul>	<ul style="list-style-type: none"> <li>• Strategy guidance regularly used and referred to</li> <li>• SEAL audited across the curriculum and highlighted in lesson plans</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring shows SEAL is effectively embedded in and across the curriculum</li> <li>• Improved behaviour and attendance</li> <li>• Positive pupil surveys</li> </ul>



## Bullying Incident Sheet

<b>Date:</b>	
<b>Pupil:</b>	
<b>Year group:</b>	
<b>Ethnicity:</b>	
<b>Gender:</b>	
<b>SEN: (SA, SA+, G&amp;T)</b>	
<b>Name of suspected bully &amp; Yr :</b>	
<b>Reported by:</b>	
<b>Reported to:</b>	
<b>Description of incident:</b>	
<b>Time:</b>	
<b>Location</b>	
<b>Follow up:</b>	

**FLOWCHART:**  
**Procedures to be followed at the Academy when bullying occurs**



## **BULLYING : CHECKLIST OF ACADEMY PROCEDURES**

- 1) Take all complaints, observations about bullying seriously.  
All parties involved should be interviewed - notes taken and retained for records. Full details with witnesses should be obtained.
- 2) Appropriate action should be taken against the bully / bullies:
  - a) they should always be spoken to and the academy's attitude to bullying made clear
  - b) detention should be given if appropriate
  - c) parents should in general be informed, particularly, but not exclusively, where physical bullying is involved. It is important to have full details of incidents
  - d) cases of repeated bullying should be treated with the utmost seriousness
- 3) Speak with the bullied student. Tell him / her:
  - a) what you have done
  - b) to keep you informed if the bullying recurs (bullies hide behind silence)
  - c) what they can do to avoid further incidents - some common sense hints
- 4) As general rule, contact the parents of bullied students to let them know:
  - a) what has happened
  - b) that bullying is taken seriously and that you are dealing with it
  - c) that you would like them to contact you if they have any concerns now or in the future
- 5) Involve the Form Tutor at all times. In particular, they have a key role in checking periodically with the bullied student that everything is alright.

**Investigating bullying incidents, particularly name-calling, is time-consuming and not particularly rewarding. However, for our policy to be effective, the above procedures must be followed.**

## ANTI-BULLYING COMMITMENT

### WE WILL NOT TOLERATE BULLYING

We feel very strongly that all pupils have the right to feel happy and secure when they are at academy and that they should not be bullied or feel intimidated by others. We aim to provide a caring environment in which we treat each other with mutual respect and consideration. **Bullying cannot, and will not, be tolerated and we have very low levels of bullying** We regard bullying as any verbal, physical or psychological intimidation which results in hurting or causing distress to another pupil. Examples are: verbal abuse; physical violence; intimidation; sexual harassment.

Sometimes problems arise because of misunderstandings between friends or false messages being passed on by a third party but even this needs sorting out and we always do this.

We will always treat any reported instances of bullying very seriously and can usually resolve the problem, immediately, when it is brought to our attention. Pupils who feel they are being bullied or witness others being bullied should never accept this situation.

The consequences of bullying can be very serious. Possible indications of bullying which staff and parents can watch for include a reluctance to attend academy, headaches, stomach aches, loss of interest in academy work, sleeplessness, fear of walking to academy or travelling on the bus, bruises, scrapes, a change of personality, loss of books or belongings, not wanting to talk about academy.

We would ask parents to help in the following ways:

- talk to your child sensitively and calmly about bullying and emphasise that it does not have to happen and that the problem can be solved if the pupils, parents and academy work together. *Bullies depend on pupils being too frightened to talk or feeling they are inadequate;*
- give them the confidence to bring any concerns about bullying to our attention. Do not make them feel guilty if they say they are being bullied. Believe what they are saying and carefully determine the facts. Assure them of your support and that of the academy;
- contact the academy or make sure that your child contacts the form tutor or any other member of staff. We need accurate details of who is involved and what has happened. We accept such information in confidence and will deal with the matter in a way which will protect the pupils being bullied and prevent any repercussions.

Do remember that your child's account is only one side of the story and that we will need to investigate an incident fully before we can decide on the best course of action. Human situations can be quite complex. Sometimes the bully needs help, too, as well as correction.

**Above all please get in touch with us if you are at all concerned your child may be being bullied.**